

JOB DESCRIPTION

Job Title: Health Services Manager
Category: Exempt
Program: Family and Child Academy| Early Head Start Phoenix
Work Schedule: Full Time (Five days per week/Approx. 40 hours per week/12 months per year)
Reports to: Director, Family and Child Academy/EHS Phoenix

Organization Overview

Urban Strategies tools, connects, and resources grassroots organizations to serve children and families in need. Our highly-qualified team has a passionate commitment to bring about real change within our country's most vulnerable communities. Our desire is to see individuals, families, and communities realize their fullest potential by achieving these goals:

- Keeping children safe and secure
- Building nurturing and stable families and fostering effective parenting
- Improving school readiness
- Developing social and emotional competence
- Advancing research-based practices

By reaching these goals, Urban Strategies is meeting its mission to develop strong healthy families, advance the school readiness of children, build engaged communities, and make a difference in vulnerable communities.

POSITION OVERVIEW

Direct the provision of high-quality health services (medical and dental health, mental health, Nutrition, Safety Practices), health promotion and health education to Early Head Start (EHS) infants and toddlers. Collaborate with community partners, parents, and staff in the implementation of the Health Services Advisory committee. Assure compliance with the Head Start Performance Standards and other applicable regulations including the Child and Adult Care Food Program. Adhere to best health care principles and practices. Direct/provide training and technical assistance to staff, parents and community. Establish/maintain comprehensive recordkeeping and reporting systems. Extensive interaction with children, staff, parents and the larger community is also required.

ESSENTIAL FUNCTIONS

- Engage in comprehensive, integrated planning with management team:
 - 1) to create health goals/outcomes that support school readiness;
 - 2) to create the Urban Strategies EHS Holistic Health Care System that encompasses physical health, oral health, nutrition, mental health services and safety practices;
 - 3) to ensure the implementation of the US EHS Health Care System throughout the program.
- Develop policies and procedures for the US EHS Holistic Health Care System and oversee their implementation.
- Assess community, program, child, and family health care needs and available resources; compile and analyze data; produce reports; assure the integration of children with disabilities, dual language learners, homeless children, and children in foster care.
- Administer the health services budget and assure fiscal integrity.

- Assist in the development, implementation and documentation of a comprehensive EHS staff and parent training and technical assistance program in health, oral health, nutrition, mental health, and safety practices.
- Collaborate with Family/Community Partnership Manager to assure achievement of health care services goals and outcomes in all EHS families.
- Collaborates with the EHS Director in the assessment, development, and implementation of a training and technical assistance program for addressing safety practices in compliance with Head Start Performance Standards.
- Assume the lead role in the establishment of the Health Services Advisory Committee and maintain ongoing collaborative relationships with community organizations responsive to the concerns of pregnant women, infants and toddlers and their families.
- Assist with the development of the Community Assessment.
- Assist with the annual program self-assessment and federal onsite review process, focused on the holistic health care system; report on strengths, recommendations, required improvements; implement improvements and recommendations; incorporate into program planning process.

JOB SPECIFIC DUTIES AND RESPONSIBILITIES

- Direct, monitor and report the timely delivery of medical, dental, physical and mental health services to EHS pregnant women and EHS children, ensuring compliance with regulatory timelines; analyze and report.
- Ensure that each enrolled child has a medical and dental "home" and health insurance; encourage and support families in their efforts to assume responsibility for ongoing health care.
- Ensure infants and toddlers are up-to-date on all scheduled Early Periodic Screening, Diagnosis, and Treatment (EPSDT) requirements, including immunizations, well-baby checks, vision and hearing screen, nutrition assessments, lead and hemoglobin tests and dental exams, and follow-up as needed.
- Arrange for and track timely hearing and vision screenings and, for children who fail initial screenings or who are thought to have a disability, evaluations.
- Participate in quarterly child review meetings; participate in planning and developing an Individualized Health Plan (IHP) for children with health disabilities.
- Refer families to medical assistance and the child health insurance program (CHIP).
- Help families identify and access community health care services and systems.
- Refer parents to WIC and SNAP for nutrition services; track and report.
- Help parents understand, plan and serve economical, nutritious meals and understand and prevent childhood obesity; refer parents for more intense support as needed.
- Secure, monitor and evaluate the work of contracted Registered Dietitian(s).
- Develop a plan for the provision of Mental Health Consultations in compliance with Head Start Performance Standards.
- Monitor the implementation of a high-quality prenatal curriculum that is individually, ethnically, culturally, and linguistically appropriate and responsive to the needs of each pregnant woman, and includes education on fetal development, labor and delivery, postpartum recovery, and the benefits of breastfeeding.
- Visit the homes of pregnant women to provide individualized prenatal and postnatal education and planning.
- **Complete other related activities and duties as assigned.**

Physical Responsibilities:

Ability to see at normal distance, hear normal conversations and sounds and use hands and fingers to fill out required forms. Ability to lift infants and toddlers weighing up to forty (40) pounds, twenty (20) pounds overhead and forty (40) pounds from waist to shoulder; occasional lifting of fifty (50) pounds is

required and must be able to push/pull up to fifty pounds horizontally. Ability to sit on the floor, bend at the waist, kneel and/or stoop 75% of the time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled children in the classroom.

Minimum Qualifications:

- **Education:** Bachelor's degree in Health Education, Nursing (RN, LVN, MPH), Public Health or related program, or an associate degree in Early Childhood Education with equivalent experience, course work, and certifications in health education, nutrition, and mental health.
- **Experience:** Three or more years of experience working in health services at Head Start, early childhood services or community health services with demonstrated expertise in child and community health issues required.
- **Skills:** computer hardware and software to effectively maintain health services records, communication and professional health presentations
- **Others:** Must have Valid Driver's License, Personal Vehicle and Liability Insurance required.

Preferred Qualifications:

- Master's degree (M.A.) in Health Education, Nursing (RN, LVN, MPH), Public Health or related program.
- RN, PHN or other related license or certificate in Health or a related field with emphasis on young children preferred.
- Current training/certification requirements to teach Infant/Child CPR and First Aid.
- Knowledge of Head Start Performance Standards preferred.
- Bi-lingual in English/Spanish preferred.
- Advance knowledge of MS Office Suite.

Special Considerations:

Other employment requirements include the following:

1. All EHS employees must pass a mandatory criminal background check upon hire and every five years thereafter.
2. Initial health exam and state required communicable disease screening and testing.
3. Food Handlers Certification Card.

Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.

To Apply:

- Please send resume and application to HR@urbanstrategies.us.
- Position will be open until position is filled.
- Application can be downloaded at: https://uploads-ssl.webflow.com/5942bd60f7c4fd14637fc643/5aea1042396269e793488f97_Job%20Application%20US.pdf

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